

Office of
Personnel Management

Washington, D.C. 20415

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MEMORANDUM FOR THE HEADS OF ADMINISTRATION OF EXECUTIVE DEPARTMENTS
AND ESTABLISHMENTS

SUBJECT: REPORTING OF EMPLOYMENT BY FULL-TIME EQUIVALENT

cc sent to Comp
25X1

Five agencies (Environmental Protection Agency, Export-Import Bank, Federal Trade Commission, General Services Administration, and Veterans Administration) are currently participating in an experiment involving reporting employment by full-time equivalent (FTE). This experiment is to determine whether full-time equivalent (i.e., work-year) employment controls, rather than the "head count" ceilings, can: (1) increase employment opportunities for permanent part-time workers, and (2) improve personnel and position management, and overcome some of the criticisms directed at the existing end-of-year ceiling control system, while maintaining the size of the Federal work force within acceptable limits.

A copy of this memo is being provided for comment under separate cover to the agency members of the Interagency Advisory Group (IAG) Committee on Federal Personnel Management Information Systems. Agencies not represented on that IAG Committee are invited to provide comments also.

In view of the likelihood that a full-time equivalent (FTE) ceiling system will be implemented government-wide within the next few years, we are providing for your comment a copy of the reporting instructions currently used for this system (Attachment 1). We are requesting that you review these instructions and provide the following input to OPM by November 16, 1979: (1) your agency's lead time requirements for implementing the FTE (work-year) reporting system; (2) difficulties or problems that have to be overcome in order to move to an FTE reporting system; (3) brief description of the internal mechanics/system for your agency's current SF 113-A reports to OPM; (4) comments on the attached reporting requirements, instructions and formats; and (5) any other comments your agency wishes to make regarding the FTE reporting system.

We are aware that this new reporting requirement will necessitate the establishment of close coordination between agency line management, personnel and budget offices, and agency accounting functions and systems. We ask that Heads of Administration make a personal effort to insure that such coordination occurs effectively. As a matter of interest in your impact evaluation for your own agency, the five agencies in the experiment established an effective FTE reporting capability within six months of receiving the requirements from OPM.

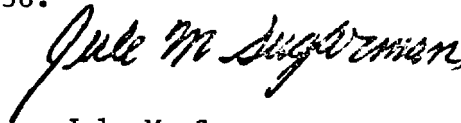
Comments should be sent to:

Dr. Philip A. D. Schneider
Deputy Assistant Director for Work Force Information
Agency Compliance and Evaluation
U.S. Office of Personnel Management (Room 6410D)
Washington, D.C. 20415

Once we have received and analyzed your comments, we will proceed to finalize the reporting formats and instructions and formally establish a maximum feasible lead time schedule for implementing this new reporting system. Appropriate adjustments in SF 113-A reporting will also be announced at that time.

It should be noted that these requirements apply to a full-time equivalent ceiling system covering all employees which will not begin before FY 1982. This is separate and apart from a requirement in P.L. 95-437, the Federal Employees Part-time Career Employment Act of 1978, that agencies begin counting permanent part-time employees on an FTE basis beginning in FY 1981 (See Attachment 2). OPM instructions will be issued on this requirement in the near future.

Questions regarding the full-time equivalent experiment or the requirements of P.L. 95-437 may be directed to Mr. Ron Byers at (202) 254-6546 or Ms. May Eng at (202) 254-7638.



Jule M. Sugarman
Deputy Director

Attachments